
THE ACQUISITION NEWSLETTER

OPM HOMEPAGE: <http://www.nih.gov/od/opm/>

VOLUME 2, ISSUE 9

(DELPRO HELPLINE 301-496-0400 & PURCHASE CARD HELPLINE 301-435-6606)

SEPTEMBER 2000

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HIGHLIGHTS OF THE MONTH

BPA MAXIMUM ORDER LIMITATION FOR WORLD TRAVEL SERVICE RAISED

In response to a customer request and after some analysis, the maximum order limitation for BPA # 52136 with World Travel Service has been raised from \$25,000 to \$50,000. As this BPA was issued in order to use an already competed Indefinite Delivery/Requirements-type Contract, the procurement regulations regarding competition have already been satisfied.

NOVEMBER SIMPLIFIED ACQUISITION SYMPOSIUM HAS BEEN POSTPONED

The Simplified Acquisition Symposium scheduled for November 8, 2000 has been postponed. The Symposium will be rescheduled for the Spring 2001. You will be informed of the specifics once plans are finalized. If you are interested in helping with the Symposium, you may contact Sue Kaminski at 6-5552.

FAXON SUBSCRIPTION CONTRACT WILL NOT BE RENEWED

Request for Subscriptions: NIH Contract No. 263-96-D-0001 with The Faxon Company, Inc. expires on September 30, 2000. Users requiring subscriptions may piggyback on the NIH Library's current subscription Contract No. N02-RR-7-2035 with RoweCom. For further information, contact Lisa C. Wu at x63527 or logon to: <http://nihlibrary.nih.gov/about/rowecomcontract.htm>.

REMAINING DEADLINE DATES FOR SUBMITTING RQMs TO THE DIVISION OF STATION SUPPORT ACQUISITION, OLAO (FORMERLY THE OFFICE OF PROCUREMENT MANAGEMENT)

<http://www3.od.nih.gov/oma/manualchapters/contracts/6007-1/>

Equipment, Supplies & Services -

(Open Market) - >\$25,000 - \$100,000 - 9/7/00

Equipment, Supplies & Services -

(Open Market) - >\$10,000 - \$25,000 - 9/13/00

Equipment, Supplies & Services -

(Open Market) - >\$2,500 - \$10,000 - 9/15/00

Equipment, Supplies & Services -

(FSS) - >\$2,500 - MOL - 9/15/00

Equipment, Supplies & Services -

(Open Market & FSS) - \$2,500 or less - 9/27/00

Equipment, Supplies & Services (other Govt. Agency) (e.g. UNICOR, GPO & etc) -ALL-9/8/00

FEDSTRIP Orders - ALL - 9/15/00

Advertisement Orders

(Stellar Communications) - ALL - 9/15/00

Open Market IT Equipment, Software,

Supplies & Services -

>\$10,000 - \$25,000 - 9/8/00

Open Market IT Equipment, Software,

Supplies & Services -

>\$2,500 - \$10,000 - 9/15/00

NITAAC CONTRACTS ARE NOT COVERED BY THE ABOVE DATES

Construction Service Contracts -

>\$25,000 - \$100,000 - 9/7/00

Construction Service Contracts -

>\$10,000 - \$25,000 - 9/15/00

Construction Service Contracts -

>\$2,500 - \$10,000 - 9/15/00

Construction Service Contracts -

>\$0 - \$2,500 - 9/25/00

DECENTRALIZED (DELPRO ACTIONS) -

ALL - 9/30/00

SF-44s - >\$0 - \$1,500 - 9/27/00

SF-44s - >\$1,500 - \$2,500 - 9/27/00

**(Contact William Kelley, 435-3652 or
Laurie Weker, 496-6071)**

NIH Stock Requirement - ALL - 9/30/00

We would be more than willing to assist any IC's whose deadlines have passed. Please feel free to contact the following individuals for your acquisition needs:

BRANCH CHIEFS WHO HANDLE ACQUISITIONS

Purchase Orders:

**DES, ORS, NIA, NIAAA, NINR, CSR, NEI, NIDA, CIT, FIC, NHGRI, NIDR, DIDCD, IRR, NICHD, OLM -
William J. Kelly - Tel. 435-3652, Fax# 402-4430**

Contracts:

**NINDS, NIDCD, NICHD, NIMH, NIDR, NIGMS, ORS, FIC, NIAAA, NINR, NIA, OD, CIT, NIAMS, NEI,
NHGRI -**

Edward Wilgus - Tel. 402-3070, Fax# 402-3406

Construction Contractual Issues:

DES -

Millicent Carr Warford - Tel. 402-2950, Fax# 402-1103

NOTE:

If you would like to know what previous deadlines have passed for other acquisition types, refer to your April 2000 OPM Acquisition Newsletter. Or NIH policy Manual 6007-1/26007-1 at the following web-site: <http://www3.od.nih.gov/oma/manualchapters/contracts/6007-1/>

CONTRACTS

CONTRACTOR PERFORMANCE SYSTEM (CPS) SUMMER UPDATE

by Molly Eng and Phyllis Donoghue

Reengineering of the CPS is almost complete. After October 1, 2000, CPS will move from a mainframe system to a server-based system using more state-of-the-art technology. This will allow more flexibility in contract number format and an overall more cost effective system. There are currently over 6,500 Government-wide Contracting Officers using the system.

In response to Contractor comments, the Contractor computer-based training can be found at <http://contractorcbt.od.nih.gov>. E-mail notices to the Contractor will soon have a hotlink imbedded that will allow contractors to access the computer-based training as an instructional or refresher course when evaluations are assigned to them through the system. Feedback and comments may be sent to the address below via email:

cpsaccess@od.nih.gov .

Telephone help line assistance is available at (301) 496-1783. Additionally, special training sessions for Contractors have been scheduled for the following dates and times at 6100 Executive Boulevard, 6th Floor Conference Room:

August 23, 2000	9:00 AM - noon
August 24, 2000	1:00-3:00 PM
September 11, 2000	1:00-3:00 PM
September 14, 2000	9:00 AM - noon

Since space is limited, preregistration is required by emailing Phyllis Donoghue at pd3n@nih.gov with a copy to Molly Eng at engm@od.nih.gov.

We have received positive feedback on the Project Officer computer-based training. Contracting Officer computer-based training will be available by the end of this Fiscal year. Additional feedback and comments may be sent to the address below and clicking on "CPS Support Line " on the bottom of the main form:

cps-support-l@list.nih.gov via email

CPS training dates for NIH users is as follows:

NIH Contractor Performance System for **New Users** - August 3

You can register at <http://training.cit.nih.gov/courselst.asp?lname=data>.

Work has been initiated on the Architect & Engineering (A&E) module. We're working on customizing the performance report for A&E in preparation for interfacing with the Army Corps of Engineer's construction and A/E databases. A deviation to use the CPS form in lieu of the Standard Form 1421 will be requested from the CAC for users of the CPS.

AN UPDATED LISTING OF INDEFINITE DELIVERY CONTRACTS (IDCs) AWARDED BY THE DIVISION OF STATION SUPPORT ACQUISITION (DSSA), OLAO IS NOW AVAILABLE ON THE OPM HOMEPAGE

The NIH Manual Issuance 26016-1 dated 9/15/98 (now numbered 6016-3) entitled "NIH Indefinite Delivery Contract (IDC) Guide includes Appendices listing Indefinite Delivery Contracts, some of which are specific to an IC and some that are for NIH-wide use. An Appendix listing the Contracting Officer/Contracts Specialists in DSSA (formerly DSSC) is also included.

An updated listing of these contracts is now available on the OPM Homepage at <http://www.nih.gov/od/opm/>. On the left hand side of the first screen, you can select "OPM Indefinite Delivery Contracts".

GS-1102 QUALIFICATION WAIVERS

The Office of Federal Procurement Policy (OFPP) issued a revised qualification standard for the GS-1102 Contract Specialist Series, effective January 1, 2000 which applies to all new hires and to existing employees selected to fill GS-1102 positions in civilian agencies. This revised standard does not change the minimum educational levels defined by the former standard. In addition to replacing the January 1, 1998 date with a January 1, 2000 date, and removing language that permitted examinations to substitute for the 24-hour requirement, the revised standard expands the qualification waiver authority related to filling GS-13 and above positions.

The previous standard allowed an agency's Senior Procurement Executive to only waive one of the two educational requirements contained therein. The revised version permits waivers of any or all of the requirements of Paragraphs A. and B. of the standard. Paragraph A. requires completion of all mandatory training prescribed by the agency head, and at least four years experience in contracting or related positions. Paragraph B. imposes the requirement for a four-year course of study leading to a bachelor's degree that included or was supplemented by at least 24 semester hours of business or business-related courses.

The "Senior Procurement Executive" referred to in the standard is the highest civil servant having responsibility for the procurement function within an agency. The waiver authority is not delegable to Operating Division (OPDIV) or Staff Division (STAFFDIV) Heads, Heads of Contracting Activity, or Principal Officials Responsible for Acquisition (PORA). However, all waivers must go through Diane J. Frasier, the NIH PORA en route to Mr. Terrence J. Tychan, Deputy Assistant Secretary for Grants and Acquisition Management, who is the Department's Senior Procurement Executive.

The expanded waiver authority was created to provide agencies flexibility in accommodating unique situations, but OFPP has indicated that it expects waivers to be the exception rather than the rule. Accordingly, the HHS SPE will consider waivers on a case-by-case basis. Waivers will be granted in rare exceptional cases where the best candidate for a specific job does not meet some requirement of the standard. The employee's ability to demonstrate good-faith progress toward meeting the standard will be weighed heavily in the waiver decision. In addition, only requests for waivers of the educational requirements in Paragraph B. of the standard will be considered. It is the Department's policy that no waivers will be granted for the training and experience requirements set forth in Paragraph A.

Procedure for Requesting a Waiver of the Standard

If an OPDIV or STAFFDIV determines when recruiting for a GS-1102 vacancy for a Grade 13 or higher that it will consider applicants for a waiver, the OPDIV or STAFFDIV should work with human resource specialists to ensure that the vacancy announcement incorporates language to this effect. One example of a situation where waiver authority might be needed is when hiring for hard-to-fill positions or duty locations where it is difficult to attract qualified candidates. Another case may be where a strong performer is on a career ladder but fails to meet the requirements for promotion. At the OPDIV's or STAFFDIV's option, the waiver may be applied to any of the Part B. educational requirements as specified in the vacancy announcement. This will allow individuals who do not meet the qualification standard to apply for the vacancy and be considered for the position. If an individual who does not meet the standard is tentatively selected for the position, the selecting official will then need to send a waiver request, through the OPDIV PORA, to the HHS SPE. Along with a cover memorandum, the waiver request shall contain the following information:

1. A position description;
2. A copy of the vacancy announcement (not applicable to career-ladder promotions);
3. A description of the recruiting efforts undertaken by the organization and the results of those efforts including the sources used for recruiting (not applicable to career-ladder promotions);
4. The tentatively selected individual's application or resume, with a narrative from the selecting official describing the potential of the applicant for advancement to levels of greater responsibility and authority and decision making capabilities, job performance, and qualifying experience;
5. A copy of the employee's individual development or career development plan. (Individual development plans for GS-1102s were mandated by the Federal Acquisition Reform Act (Clinger-Cohen), and implemented by the Office of Federal Procurement Policy in Policy Letter No. 97-01, dated September 12, 1997.) The individual development plan shall be accompanied by a plan signed by the selecting official and the tentative selectee showing a time line for achieving the educational requirements of Part B., and;
6. A justification for the waiver, including a description of why the individual was selected in lieu of a candidate who fully met the educational qualification standard, and the impact of waiver disapproval on the organization.

Requests for waivers received without the documentation listed in Items 1. through 6. above will be returned to the initiating OPDIV or STAFFDIV without further action. If a waiver is granted, it is based on the unique circumstances of a specific hiring action. It is not a "blanket" waiver for an individual or an organization. Waiver requests will be reviewed by a panel consisting of one HHS procurement analyst and one HHS personnel management specialist who will make a recommendation to the SPE. However, the decision on whether to grant the waiver is the SPE's, and that decision is final.

Questions or requests for additional information should be directed to Ms. Kathy Hughes, Procurement Analyst at telephone number (202) 690-7079; e-mail address Khughes@os.dhhs.gov, or Mr. Marc Weisman, Director, Office of Acquisition Management, telephone number (202) 401-6103; e-mail address Mweisman@os.dhhs.gov.

MONTGOMERY COLLEGE FALL SEMESTER/1102 TRAINING REQUIREMENTS

To help 1102's meet their training requirements, the NIH Training Center (<http://trainingcenter.od.nih.gov/>) has developed the following educational opportunities:

1. Montgomery College (MC)

Montgomery College (MC) is offering four, 3-credit courses at Executive Plaza North and South:

Business Law II

Tuesdays, Aug 29 - Dec 12 5:30 - 8:10

Principles of Accounting

Wednesdays, Aug 30 - Dec 13 5:30 - 9:00

Principles of Supervision

Tues/Thurs, Oct 3 - Dec 19 11:30 - 1:00

Principles of Management

Tues/Thurs, Oct 3 - Dec 19 11:30 - 1:00

2. University of Maryland University College (UMUC)

UMUC, Graduate School of Management and Technology, is offering seven 3-credit, on-line, graduate courses August 31 - December 18, 2000:

ADMN 601 Manager in a Technological Society (Course # 5309)

ADMN 625 Organizational Communications (Course # 5405)

ADMN 630 Financial Decision Making for Managers (Course # 5404)

ADMN 635 Org Leadership and Decision Making (Course # 5410)

ADMN 638 Research Methods for Managers (Course # 5403)

ADMN 626 Purchasing and Material Management (Course #5413)

ADMN 629 Strategic Purchasing and Logistics (Course #5414)

2. Prior Learning Assessment

Credit-by-Examination College Level Examination Program (CLEP)

DANTES Testing Program

Students can earn up to 45 credits toward a degree by taking standardized tests in numerous subject areas. These tests are given by appointment at EPS on Wednesday afternoons at the NIH Training Center.

Portfolio Development Program

Students can earn up to 15 college credits for life and work experience through the Portfolio Development Program. To earn the credit, students are required to attend a course which guides them through the process of summarizing their learning experiences.

3. Online Courses

Montgomery College <http://www.montgomerycollege.org/leveltwo/distance.html>

University of Maryland University College <http://www.umuc.edu/gen/virtuniv.html>

Graduate and Undergraduate courses are available anytime, anywhere.

FASTRAC On-Line Training Program

NIH employees can earn college credit through the University of Phoenix and Strayer University by completing on-line courses. More than 250 business and professional development courses in management, leadership, interpersonal communication, finance, and marketing are available anytime, anywhere.

<http://trainingcenter.od.nih.gov/fastrac/progdesc.htm>

In addition, Montgomery College counselors are available on Tuesdays and Wednesday afternoons at the NIH Training Center. For an individual appointment, call Dr. Peggy Miller or Barbara Gleason at (301) 402-3382 or email Dr. Miller at pmiller@mc.md.us.

For more information, please call Sally Murray at 301/402-3383.

FROM THE OFFICE OF FINANCIAL MANAGEMENT

IT IS BETTER TO RECEIVE

Provided by Steven J. Berkowitz and Katherine Lambert, CFO Operations Division, NIH

Before you would pay a personal monthly credit card bill, you would certainly check to ensure that you received the goods and services for which merchants have billed to your account. This same level of prudence, due diligence, and good business sense applies to spending tax dollars too. Before we pay a bill on your behalf, we need to be certain that you have received the goods and services for which a merchant is billing the NIH. One tool that we use to decide if goods and services have been received for many NIH purchases is the entry of receiving in the Administrative Database (ADB). By entering receiving into the ADB and documenting acquisition files, you have provided an audit trail that supports our paying an invoice.

Also, entering receiving in the ADB generates an accounts payable transaction and "liquidates" an outstanding obligation. Properly entering receiving in the ADB will prevent accounts payable records from remaining open on the official NIH accounting records and preclude the need for IC staff to conduct research years later when the account receivable is stale and has become an audit issue. For example, when you have received all of the goods or services you have ordered, you need to enter a final receiving, which may release funds for other purposes if the original obligation on the order is higher than the actual price of the goods or services. This final receiving also allows final payment on invoices.

Federal regulations require us to pay commercial obligations within certain time periods and to pay interest penalties when payments are late. Generally, payments are due 30 days after the start of the payment period unless stipulated otherwise by regulations or in a procurement document.

Many invoices circulate on the NIH unpaid invoices list well beyond the 30-day due date awaiting the entry of sufficient receiving dollars into the ADB. Late entry of receiving in the ADB results in interest penalties, which come from your program funds, strained relationships with vendors, wasted staff's time to address "where is the check or when will I get paid" questions, and so forth. Some vendors have refused to do further business with NIH until all old unpaid invoices are resolved. Moreover, we have found thousands of stale accounts payable records that IC staff has had to research to support removing them from the official accounting records. This effort has resulted in hundreds of hours of non-value added work on the part of IC staff that could have been avoided if proper receiving had occurred.

It is in our mutual best interest to enter accurate receiving into the ADB.

In 1982, Congress enacted the Prompt Payment Act to require Federal agencies to pay their bills timely, to pay interest penalties when payments are made late, and to take discounts only when payments are made by the discount date. You may read the Prompt Payment rules and guidelines on the Internet at <http://www.fms.treas.gov/prompt/index.html>.

DELRO NOTES & SIMPLIFIED ACQUISITION NEWS

OPM HAS A NEW NAME!

The Office of Procurement Management functions have been organizationally merged with the Office of Logistics Management. The new organization is Office of Logistics and Acquisition Operations (OLAO).

OLAO is now comprised of:

Division of Logistics Services

Division of Personal Property Services

Division of Station Support Acquisition

- Contracts
- Simplified Acquisition Branch

Division of Research Acquisition

Division of Acquisition Programs

- Acquisition Planning & Specifications Branch
- Acquisition Services & Review Branch
- Simplified Acquisition Programs Branch
(BPAs and Purchase Cards)

Division of Information Technology Acquisition

Please also note that as a result of OPM's name change, we have changed the name of this newsletter to "THE ACQUISITION NEWSLETTER".

ATTENTION: USERS OF KENDRO (HERAEUS/SORVALL) CENTRIFUGES/LABORATORY PRODUCTS

Effective October 1, 2000 Blanket Purchase Agreement (BPA) number 00049247 is being modified to include full service maintenance (Preventive Maintenance and Repair) of some Government-owned Kendro laboratory products. The Blanket Purchase Agreement is written against Kendro Federal Supply Schedule (GSA) contract number GS-24F-1289C. **The BPA source number is 00049247.**

The BPA is being modified for your convenience, and may be used for full service preventive maintenance and repair agreements. Questions regarding agreements for particular pieces of equipment, or other non-technical issues, may be directed to Ms. Jill M. Browne, Contract Sales Administrator for Kendro Laboratory Products, Ms. Browne may be contacted at 203-270-2508.

If you have technical questions, please call Joe Fessler on 301-435-3922 or e-mail at fessler@nih.gov.

Kendro no longer offers full service maintenance agreements for the following laboratory products:

OTD-2	SS3/4	RC-2
GLC-2	GLC-3	GLC-4
OTD-A	Easy Spin	Cap Spin
Micro Spin	Econo Spin	Omni Spin
Techno Spin	RC-3	RC-Ultra

Information regarding repair or service agreements for the preceding laboratory products may be obtained from Mr. Johnny Robbins, Branch Chief, **Scientific Equipment and Instrumentation Branch (SEIB)**. He may be reached at 301-435-3001 or Robbinsj@ors.od.nih.gov.

Please note that SEIB services are available for a wide variety of laboratory instrumentation requirements. Services and capabilities for the SEIB are located at: <http://dirs.info.nih.gov/intramur/seib/Default.htm>

The SEIB is developing new and innovative techniques to assist National Institutes of Health customers with their equipment, instrumentation, and other technical needs. Please call them with your questions or requirements at 301-496-4131.

LEVEL I PACKAGES

The next Level I Certification Board should meet some time at the end of October, 2000. Please submit your Level I Package to your IC Coordinator by October 10, 2000, so that your IC Coordinator can send your package to Annette Romanesk, 6011 Executive Blvd., Room 549A by October 16, 2000.

GIFTS FROM OUTSIDE SOURCES

The Standards of Conduct state that employees are subject to restrictions on the gifts that they may accept from sources outside the Government. Generally, gifts may not be accepted that are given because of their official position or that come from certain sources ("prohibited sources"). Those prohibited sources include persons who are seeking official action by the employee's agency, doing business with the employee's agency, are regulated by the employee's agency, or have interests that may be substantially affected by performance or nonperformance of the employee's official duties.

There are a few exceptions to the ban on gifts from outside sources. **These exceptions include allowing the acceptance of gifts where the value of the gift is \$20 or less. However, you may not accept more than \$50 from any one source in any one year.** It doesn't matter what the gift is - it can be food and refreshments, entertainment, or tangible items. (Modest refreshments such as coffee and donuts, greeting cards, and rewards and prizes open to the general public, are not considered gifts.) For more information, contact the DELPRO Helpline at 496-0400.

BPA NEWS

The following BPAs have recently been established:

#52827 - Aireco Supply - for small parts and tools
#52842 - Ambion Inc - for reagents, primers, vectors and laboratory supplies
#52881 - Direct Memory Access - for ADP repair, hardware and supplies
#52878 - Edward J Soban - for tissue services
#53246 - GTSI - for ADP hardware, software and supplies
#53273 - Hydro Service and Supplies - for water purification systems and supplies
#52866 - Medeco Security Locks - for locks and related supplies
#52790 - Premier Fastener - for hardware and tools
#52893 - Radiometer Analytical - for laboratory equipment and supplies
#52830 - Southern Utilities - for hardware and tools
#52372 - Bitplane AG - for IT services, supplies and software
#52227 - Acquired Data Solutions - for IT services
#52151 - Harvard Microchemistry - for protein sequencing

The following BPAs have recently been discontinued:

#37322 - Aireco Supply
#50358 - Alert Delivery
#39775 - Ambion Inc
#33663 - Digene Diagnostics
#37634 - Direct Memory Access
#30893 - Edward J Soban
#37528 - FHC Inc
#35935 - GTSI
#37255 - Hydro Service and Supplies
#09351 - Medeco Security Locks
#48946 - Novex

#37294 - Premier Fastener
#50752 - Radiometer Analytical
#51562 - Softmart Government Services
#39724 - Southern Utilities

AVAILABLE TRAINING & SEMINARS

PURCHASE CARD SURVIVAL

THE SIMPLIFIED ACQUISITION PROGRAMS BRANCH,, DIVISION OF ACQUISITION PROGRAMS IS SPONSORING A SERIES OF "PURCHASE CARD SURVIVAL" MEETINGS ON THE PURCHASE CARD PROGRAM. THESE MEETINGS WILL BE HELD MONTHLY. THE FOLLOWING DATES HAVE BEEN ESTABLISHED THROUGH 2000:

TIME FOR ALL OF THE "PURCHASE CARD SURVIVAL" MEETINGS IS 12:00 P.M. - 1:00 P.M.

SEPTEMBER 14, 2000.....NATCHER BLDG/BALCONY B
OCTOBER 19, 2000.....NATCHER BLDG/BALCONY B
NOVEMBER 15, 2000.....NATCHER BLDG/BALCONY B
DECEMBER 14, 2000.....NATCHER BLDG/BALCONY A

ADDITIONALLY, THESE MEETINGS ARE TELECONFERENCED INTO SEVERAL LOCATIONS. CONTACT JIM MARX, AT 435-3928, FOR SPECIFIC INFORMATION. CURRENT INFORMATION ON PURCHASE CARD SURVIVAL MEETINGS IS AVAILABLE ON THE FOLLOWING WEBSITE: [HTTP://EOS13.DCRT.NIH.GOV:80/OD/OPM/PURCHASES/SURVIVAL.HTML](http://EOS13.DCRT.NIH.GOV:80/OD/OPM/PURCHASES/SURVIVAL.HTML)

BASIC PURCHASE CARD TRAINING

MANDATORY PURCHASE CARD TRAINING HAS BEEN SCHEDULED FOR THE FOLLOWING DATES. ALTHOUGH NO REGISTRATION IS REQUIRED, YOU CAN NOTIFY US OF YOUR INTEREST BY E-MAILING THE PURCHASE CARD ADDRESS, FOUND UNDER THE NIH GLOBAL ADDRESS LIST: HELP, CREDITCARD (OD). YOU MAY ALSO FIND INFORMATION ON PURCHASE CARD AND OTHER TRAINING ON THE FOLLOWING WEBSITE:

[HTTP://PSB.OD.NIH.GOV/PCTRaining](http://PSB.OD.NIH.GOV/PCTRaining)

PURCHASE CARD TRAINING SCHEDULE

DATE	START TIME	END TIME	BLDG	RM
<u>9/20/2000</u>	<u>8:30 A.M.</u>	<u>11:30 P.M.</u>	<u>31</u>	<u>CONFEREN. RM 6</u>
<u>10/18/2000</u>	<u>1:00 P.M.</u>	<u>4:00 P.M.</u>	<u>31</u>	<u>CONFEREN. RM 6</u>
<u>11/01/2000</u>	<u>8:30 A.M.</u>	<u>11:30 A.M.</u>	<u>31</u>	<u>CONFEREN. RM 7</u>
<u>12/6/2000</u>	<u>1:00 P.M.</u>	<u>4:00 P.M.</u>	<u>31</u>	<u>CONFEREN. RM 6</u>

IF YOU HAVE ANY QUESTIONS, YOU MAY CONTACT COLE STATHES AT: STATHESC@OD.NIH.GOV

MANDATORY DELPRO PROCUREMENT TRAINING

THE DELEGATED ACQUISITION TRAINING PROGRAM AND FIRST FOUR ADVANCED ACQUISITION SEMINARS LISTED BELOW ARE MANDATORY FOR PURCHASING AGENTS, APPROVING OFFICIALS, ORDERING OFFICIALS, AND PROCUREMENT OFFICIALS WITH DELPRO AUTHORITY. FAILURE TO COMPLETE THESE SEMINARS MAY RESULT IN LOSS OF AUTHORITY FOR DELPRO PURCHASING. THE PROFESSIONAL SERVICE ORDERS SEMINAR IS NEW, AND WE HAVE RECEIVED GOOD FEEDBACK ON IT. THE FOLLOWING COURSES WILL BE AVAILABLE FOR ENROLLMENT THIS FY-00 AND IN FY-01.

AS-2609

FEDERAL SUPPLY SCHEDULES

<u>COURSE DATE</u>	<u>TIME</u>	<u>LOCATION</u>	<u>TUITION</u>	<u>ENROLLMENT DEADLINE</u>
TBA	<u>9:00 - 12:00</u> <u>1:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$182</u>	

AS-2610

CONSOLIDATED PURCHASING THROUGH CONTRACTS

<u>COURSE DATE</u>	<u>TIME</u>	<u>LOCATION</u>	<u>TUITION</u>	<u>ENROLLMENT DEADLINE</u>
TBA	<u>9:00 - 12:00</u> <u>1:00 - 4:00</u>	<u>EXECUTIVE PLAZA</u>	<u>\$182</u>	

AS-2611

BUYING FROM BUSINESSES ON THE OPEN MARKET

<u>COURSE DATE</u>	<u>TIME</u>	<u>LOCATION</u>	<u>TUITION</u>	<u>ENROLLMENT DEADLINE</u>
TBA	<u>9:00 - 12:00</u> <u>1:00 - 4:00</u>	<u>EXECUTIVE PLAZA</u>	<u>\$182</u>	

TBA: THE ABOVE COURSE DATES HAVE NOT BEEN DECIDED. WHEN THESE DATES ARE SCHEDULED, THE DATES MAY BE FOUND ON THE FOLLOWING WEBSITE: [HTTP://TRAININGCENTER.OD.NIH.GOV/LIST.ASP?STRCATEGORY=FPM](http://TRAININGCENTER.OD.NIH.GOV/LIST.ASP?STRCATEGORY=FPM)
IT IS ANTICIPATED THAT THE COURSES WILL BE GIVEN IN NOVEMBER. THE ENROLMENT DEADLINE WILL BE APPROXIMATELY 30 DAYS PRIOR TO THE COURSE DATE.

AS-2617

PRICE REASONABLENESS IN SIMPLIFIED ACQUISITIONS

<u>COURSE DATE</u>	<u>TIME</u>	<u>LOCATION</u>	<u>TUITION</u>	<u>ENROLLMENT DEADLINE</u>
<u>02/01/01</u>	<u>8:30 - 12:00</u> <u>1:00 - 4:30</u>	<u>EXECUTIVE PLAZA</u>	<u>\$182</u>	<u>01/24/01</u>
<u>05/31/01</u>	<u>8:30 - 12:00</u> <u>1:00 - 4:30</u>	<u>EXECUTIVE PLAZA</u>	<u>\$182</u>	<u>05/03/01</u>

AS-2612**PROFESSIONAL SERVICE ORDERS**

<u>COURSE DATE</u>	<u>TIME</u>	<u>LOCATION</u>	<u>TUITION</u>	<u>ENROLLMENT DEADLINE</u>
<u>11/15/00</u>	<u>8:30 - 12:00</u> <u>1:00 - 4:30</u>	<u>EXECUTIVE PLAZA</u>	<u>\$182</u>	<u>10/18/00</u>
<u>02/07/01</u>	<u>8:30 - 12:00</u> <u>1:00 - 4:30</u>	<u>EXECUTIVE PLAZA</u>	<u>\$182</u>	<u>01/10/01</u>
<u>03/28/01</u>	<u>8:30 - 12:00</u> <u>1:00 - 4:30</u>	<u>EXECUTIVE PLAZA</u>	<u>\$182</u>	<u>02/28/01</u>
<u>06/06/01</u>	<u>8:30 - 12:00</u> <u>1:00 - 4:30</u>	<u>EXECUTIVE PLAZA</u>	<u>\$182</u>	<u>05/09/01</u>
<u>08/15/01</u>	<u>8:30 - 12:00</u> <u>1:00 - 4:30</u>	<u>EXECUTIVE PLAZA</u>	<u>\$182</u>	<u>07/18/01</u>

AS-2603**DELEGATED ACQUISITION TRAINING PROGRAM**

WE HAVE UPDATED THE DATP CLASS TO ENCOMPASS RECENT LEGISLATIVE CHANGES. INCLUDED ARE SEGMENTS ON PROCESSING FSS BEST VALUE DETERMINATIONS, ON OPEN MARKET REQUIREMENTS AT VARIOUS THRESHOLDS, AND ON EACH OF THE DELPRO MECHANISMS. INFORMATION IS PRESENTED IN A CLEAR, LOGICAL AND PRACTICAL FORMAT. INCLUDED ARE EXERCISES AND A "HANDS-ON" SEGMENT IN WHICH STUDENTS ACTUALLY ACCESS THE ADB.

<u>COURSE DATE</u>	<u>TIME</u>	<u>LOCATION</u>	<u>TUITION</u>	<u>ENROLLMENT DEADLINE</u>
<u>SEP 11-15, 2000</u>	<u>9:00 - 4:00</u>	<u>EXECUTIVE PLAZA</u>	<u>\$770</u>	<u>JULY 6, 2000</u>
<u>Nov 13-17, 2000</u>	<u>9:00 - 4:00</u>	<u>EXECUTIVE PLAZA</u>	<u>\$770</u>	<u>OCT 20, 2000</u>
<u>JAN 22-26, 2001</u>	<u>9:00 - 4:00</u>	<u>EXECUTIVE PLAZA</u>	<u>\$770</u>	<u>DEC 22, 2000</u>
<u>MAR 05-09, 2001</u>	<u>9:00 - 4:00</u>	<u>EXECUTIVE PLAZA</u>	<u>\$770</u>	<u>FEB 09, 2001</u>
<u>MAY 14-18, 2001</u>	<u>9:00 - 4:00</u>	<u>EXECUTIVE PLAZA</u>	<u>\$770</u>	<u>APR 20, 2001</u>
<u>JUL 23-27, 2001</u>	<u>9:00 - 4:00</u>	<u>EXECUTIVE PLAZA</u>	<u>\$770</u>	<u>JUN 29, 2001</u>
<u>SEP 10-24, 2001</u>	<u>9:00 - 4:00</u>	<u>EXECUTIVE PLAZA</u>	<u>\$770</u>	<u>AUG 17, 2001</u>

IF THE ENROLLMENT DEADLINE HAS PASSED, YOU MAY STILL SUBMIT AN ENROLLMENT FORM IN CASE AN OPENING OCCURS.
FOR

FURTHER INFORMATION, PLEASE CONTACT THE DIVISION OF WORKFORCE DEVELOPMENT ON 496-6211 OR USE THE UNIFORM RESOURCE LOCATOR (URL), [HTTP://TRAININGCENTER.OD.NIH.GOV/LIST.ASP?STRCATEGORY=FPM](http://trainingcenter.od.nih.gov/list.asp?strcategory=fpm).

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WE ENCOURAGE THE ICs TO SEND US ANY ARTICLES THEY MAY HAVE RELATED TO ACQUISITION, SO THAT WE CAN INCLUDE YOUR ARTICLES IN FUTURE NEWSLETTERS.

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REGARDING THE INFORMATION, POLICY AND/OR PROCEDURES PUBLISHED IN THE NEWS, CONTACT THE DELPRO HELPLINE ON 496-0400 AND YOU WILL BE REFERRED TO THE APPROPRIATE AREA.